

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 37

December 28, 2007

SUBJECT: SURVEILLANCE NOTIFICATION PROCEDURES - ESTABLISHED

PURPOSE: In order to maintain **officer safety** during surveillance details, officers shall ensure that proper notifications are made. This Order establishes notification procedures for plainclothes officers conducting surveillance, regardless of their assignment.

PROCEDURE: Officers conducting surveillance shall notify the Los Angeles County Regional Criminal Information Clearinghouse (LA CLEAR) when reasonable/practical at 800-LA-CLEAR, (800-522-5327). The Los Angeles County Regional Criminal Information Clearinghouse is a 24-hour, seven day a week war room and an intelligence watch center. It provides a number of support functions, which include access to government databanks and a special operations center that supports covert surveillance operations. The Los Angeles County Regional Criminal Information Clearinghouse system will provide electronic pinpoint mapping that will alert the system if units are deemed to be in conflict.

I. SURVEILLANCE - DEFINED. To obtain intelligence, identify suspects, residences, criminal activity, places of employment, identify co-conspirators and associates, corroborate informant information, identify assets, establish daily patterns, and to build probable cause for an arrest or search warrant.

Exception: Scouting - Defined. The initial assessment of a location to ascertain if surveillance is warranted.

II. OFFICER'S RESPONSIBILITIES. All Department personnel shall notify LA CLEAR prior to conducting a pre-planned surveillance operation. Once a surveillance operation is in progress, officers shall make ongoing notifications to LA CLEAR when reasonable and practical.

Officers shall make contact with other units within their area of operation if advised by LA CLEAR. Officers shall complete the Western States Information Network-Security Control Card, Form WS81/2, and fax it to LA CLEAR for access.

Note: The Los Angeles County Regional Criminal Information Clearinghouse is required to notify a unit of other investigations within a 1000-foot radius and provide contact information.

Department personnel shall notify LA CLEAR in order to prevent any conflicts with other plainclothes operations.

III. OFFICER IN CHARGE RESPONSIBILITIES. The Officer in Charge (OIC) or designee shall ensure that proper notifications are made prior to the initiation of a surveillance operation, when necessary. Additionally, the OIC shall ensure that officers under his/her command have completed the Western States Information Network-Security Control Card and have access to LA CLEAR.

Note: Professional Standards Bureau, Major Crimes Division, or entities with prior approval from their bureau commanding officer or the Chief of Police may be exempted from making the notifications.

AMENDMENTS: This Order adds section 4/216.49 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30

WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "A"

☐ New Representative **WESTERN STATES INFORMATION NETWORK – SECURITY CONTROL CARD**

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Agency: _____ Cellular # () _____

SINS Access Page # () _____

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Agency E-Mail Address: _____

As a result of my association with the Western States Information Network, I may be the recipient of information which in itself or by implication is confidential and sensitive. I will be responsible for not revealing such information by any means except in accordance with the Western States Information Network Constitution and By-Laws.

Bureau Commander Approval

Signature of new representative